



State of Louisiana


DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: All State Agencies, Colleges and Universities,
Boards and Commissions

FROM: Jerry Luke LeBlanc 
Commissioner of Administration

DATE: April 13, 2005

SUBJECT: State of Louisiana Equipment Maintenance Management Program

In January 2005, the State of Louisiana awarded a statewide contract for equipment maintenance to Specialty Underwriters, LLC. All State departments, agencies, colleges and universities, and boards and commissions are eligible to utilize this contract which was designed to implement a cost reduction and management program for equipment maintenance contracts.

This contract provides guaranteed discounts of 25 to 32 percent on all maintenance contracts for equipment listed on the attachment. Additionally, by consolidating multiple contracts you will be able to reduce the number of purchase orders and vendor payments, which will lower your administrative burden.

Our due diligence working with other states who utilize this type of contract with Specialty Underwriters has confirmed that this program does save time and money without sacrificing quality of service.

As part of this cost savings initiative, Specialty Underwriters conducts a complete analysis of your department's maintenance expenditures and then presents a cost reduction proposal for your review and approval. I expect each department to undertake this analysis in order to at least evaluate the potential for savings. The procedures to accomplish this are attached for your convenience.

If a decision is subsequently made to not accept the recommendations proposed by Specialty Underwriters, I am requesting that you document your reasons and forward them to me.

Thank you.

LOUISIANA EQUIPMENT MAINTENANCE PROGRAM

Process and Procedures

In order to evaluate our current equipment maintenance contracts, each department needs to follow these procedures within the timelines provided:

<u>Action</u>	<u>Owner</u>	<u>Date Due</u>
<p>Compile all equipment maintenance contracts issued through your department. They should include:</p> <ul style="list-style-type: none"> • Hours of coverage • Preventive maintenance requirements • Terms and conditions • Current repair provider • Maintenance cost (include a copy of most recent invoice) 	Department	5/13/05
<p>List of current inventory of equipment by contract</p> <ul style="list-style-type: none"> • Provide equipment description • Manufacturer • Model • Serial number • Location 	Department	5/13/05
<p>Once you have compiled this data, send a copy to: Mr. Greg Buhr Specialty Underwriters LLC 9667 S. 20th Street Oak Creek, WI 53154</p> <p>Please provide a contact with phone number for your department.</p>	Department	5/13/05
Review of Contracts	SU	5/27/05
Proposal Generation	SU	5/27/05
Presentation of Proposal	SU/Department	6/10/05
Implementation	SU	7/1/05

EQUIPMENT COVERED BY THE PROGRAM

32% Discount

General Office, Computers and Electronic Equipment

COMMUNICATION EQUIPMENT

Audio/Visual Systems
Emergency Systems (911)
Overhead Paging Systems / Intercom Systems
Radio Equipment
Switchboards
Telephone & Voice Mail Systems

DATA PROCESSING EQUIPMENT

Bridges
Controllers
Hubs
Multiplexors
PCs & Peripherals
Printers
Routers
Scanners
Servers
Tape Drives

FACILITIES EQUIPMENT

Clothes Washers & Dryers
Electronic Signs
Electrical & Electronic:
- Food Preparation Equipment
- Housekeeping Equipment
- Pool Equipment

GENERAL EQUIPMENT

Bar Code Readers
Environmental Control Computers
Film Processors and Viewers
Industrial Scales
Transcribers
Video Equipment
Voting Machines
Water Meter Readers

LABORATORY EQUIPMENT

Ambulance Medical Equipment
Breathalyzers
Centrifuges
Chemistry Analyzers
DNA Analyzers & Synthesizers
Microscopes

PRODUCTION/PROCESSING EQUIPMENT

PHOTOGRAPHIC EQUIPMENT

POSTAGE & MAILING EQUIPMENT

Inserters
Labelers
Machines (not system)
Openers
Scales
Stackers

OFFICE EQUIPMENT

Binders
Burstors
CAD/CAM Systems
Calculators
Card Readers
Cash Registers
Check Signers
Coin Sorters
Coin Sorters/Packagers
Computers Sytems
Copiers
Currency Counter
Dictation Equipment
Electric Rotary Files
Electrical & Electronic Print Equipment
Electrical & Electronic Press Equipment
Electronic Typewriters
Embossers
Facsimile Machines
Folders
ID Card Systems
Laminators
Microfilm Reader/Printers
Microfilers
Retail Scanners
Shredders
Time Clocks
Uninterrupted Power Supply / Transient
Voltage Protection Systems

SECURITY EQUIPMENT

Alarm Systems
Card Access Systems
CCTV Systems
Electronic Gates/Doors
Electronic Library Security Systems
Fire Protection Systems
Fire Alarms & Sensors
Metal Detectors
Outdoor Emergency Sirens
Police Alarms
Premise Alarms
Vaults and Safes

EQUIPMENT COVERED BY THE PROGRAM

25% Discount

General Medical, Hospital, Laboratory and Testing Equipment

CARDIOLOGY/STRESS TEST /

ICU, CCU, EKG

Arrhythmia Computers
Cardiac Output Computers
Healthcare/Cardiac Cath Systems
Intra Aortic Balloon Pumps
Monitoring Systems
Patient Data Management
Stress Test
Telemetry Systems

FUNCTION LABS/RESPIRATORY THERAPY

Blood Gas Analyzers
Co-Oximeters
Sleep Labs
Tomometers
Plethysmographs
Pulmonary Function Systems

CLINICAL/R&D LAB

Blood Gas
Cell Washers

RADIOLOGY EQUIPMENT

CT Scanners
Magnetic Resonance Imagers (MRI)
X-Ray Units

NUCLEAR MEDICINE EQUIPMENT

Dose Calibrators
Gamma Cameras
Gamma Counters

SURGICAL EQUIPMENT

Lasers
Microscopes
Phaco Emulsifiers
Physiological Monitoring Systems

LABORATORY EQUIPMENT

Blood Culture Units
Blood Gas Analyzers
Cell Savers
Cell Washers
Centrifuges
Chemistry Analyzers
Chromatography Equipment
Co-Oximeters
Coagulation Analyzers
Computers
Densitometers
DNA Analyzers
DNA Synthesizers
Electrolyte Analyzers
Electron Microscopes
Electrophoresis Equipment
Gamma Counters
Hematology Analyzers
Immunoassay Analyzers
Laboratory Instruments
Microbiology Analyzers
Microscopes
Microtomes/Cryostats
Ria Systems
Scales/Balances
Spectrophotometers
Tissue Analyzers